

## JOB VACANCY

### ACICIS BUSINESS PROFESSIONAL PRACTICUM PROGRAM ASSISTANT (BPP PA)



A position has become available within [The Australian Consortium for 'In-Country' Indonesian Studies](#) (ACICIS) Jakarta office for a Business Professional Practicum (BPP) Program Assistant (PA). This is an entry-level position and would suit a recent graduate with an interest in Business and other related disciplines. Interested applicants should submit a current CV and a statement (in English) addressing the selection criteria below before or by **Friday, 26 April, 2019** at the latest.

Please note this position is open to Indonesian nationals (WNI) only.

#### Position Description

This is an entry-level position and would suit a recent graduate of an Indonesian university. The PA reports directly to the Jakarta Program Coordinator (JPC) and BPP Academic Program Officer (APO). Duties to be performed by the BPP PA include, but are not limited to:

- i. Assisting in establishing new Host Organisations (HOs) placements for the 2020 BPP program;
- ii. Assisting the BPP APO in developing and maintaining relationships with existing HOs;
- iii. Carrying out a series of monitoring visits to HOs throughout the program;
- iv. Actively mentoring all students on matters pertaining to their work and study and their general understanding of Indonesia and the law sector, and advising on appropriate workplace conduct in Indonesia;
- v. Assisting the BPP APO in managing the BPP program;
- vi. Serving as a liaison with Atma Jaya University, HOs and maintaining sound relationships with key partners at these institutions;
- vii. Counselling students on matters of adjustment to Indonesian life, including attention to physical adjustment, Indonesian norms of behaviour and expectations regarding dress and workplace behaviour during their programs;
- viii. Assisting the BPP APO to develop program-specific Monitoring and Evaluation (M&E) processes for the BPP program;
- ix. Conducting end of program evaluation sessions with participants and offering this information as feedback into the ongoing development and improvement of ACICIS' BPP program;
- x. Assisting students in routine and/or emergency medical or security procedures, and updating ACICIS' Risk Management Guidelines as required;
- xi. Assisting the BPP APO, JPC, and/ or Resident Director/ Deputy Resident Director with other tasks as required.

#### Working Hours and Remuneration

- i. The Business Professional Practicum Program Assistant will work between **1 June, 2019 – 31 May, 2020** on a full-time basis (40 hours/ 5 days per week), with the understanding that the scheduling of program events means that the distribution of hours over the period of a week may be flexible. Standard work hours are 9am-

5pm, Monday to Friday, with a one hour lunch break. Occasional out-of-hours' work will be required during orientation sessions and extra-curricular activities, and will be compensated through leave in lieu;

- ii. The role will be remunerated at a competitive rate, commensurate with the applicant's skills and experience.

**Selection Criteria:**

- i. Bachelor's Degree from an Indonesian or Australian university with a sound academic record in a related discipline (e.g. Business, Management, Marketing, Accounting and Finance, etc.);
- ii. At least one year of professional experience in a relevant position (administration, communication, public relations, international organisation);
- iii. Professional level of English proficiency, and a willingness to develop this further as a part of the role;
- iv. Computer literacy in using the Microsoft Office suite, social media applications; and Photoshop/ InDesign (desirable);
- v. Excellent time management skills and the ability to prioritise a range of competing tasks;
- vi. Demonstrated cross-cultural communication skills and a willingness to learn about new cultures;
- vii. A team player with a pleasant personality who can work well in flexible working environments.

**Applying for this role**

To apply for this role, please send through a copy of your latest CV (max 2 pages) and a statement (max 2 pages) addressing the selection criteria above. In preparing your statement addressing the selection criteria, please provide examples of your skills and experience where possible against each selection criterion. Applications without a statement addressing the selection criteria will not be considered.

Please visit our [website](#) to learn more about our programs and the work we do before preparing your application.

Completed applications can be emailed to: [recruitment-id@acicis.edu.au](mailto:recruitment-id@acicis.edu.au)

**Attn: Ms Wilia Paramitasari, ACICIS Jakarta Program Coordinator**

Subject Heading: ACICIS BPP PA Job Vacancy 2019

By latest deadline: **Friday, 26 April, 2019.**

Please note that interviews will be scheduled for this position between **7 - 10 May, 2019**. If shortlisted, please ensure you are available during this period.